

**MINUTES OF THE
LEGISLATIVE INFORMATION TECHNOLOGY STEERING COMMITTEE**

Thursday, August 16, 2007 – 8:00 a.m. – Room W325 House Building

Members Present:

Sen. Sheldon L. Killpack, Senate Chair
Rep. David Clark, House Chair
Sen. Curtis S. Bramble
Sen. Patricia W. Jones
Rep. Brad L. Dee
Rep. Carol Spackman Moss
Mr. Jonathan Ball (participating by conference call)
Mr. Chris Bleak

Mr. Ric Cantrell
Mr. Mike Christensen
Mr. Tim Osterstock (representing Mr. John M. Schaff)

Staff Present:

Mr. Mark J Allred, IT Manager
Mr. Chris Parker, Associate General Counsel
Ms. Joy L. Miller, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Chair Killpack called meeting to order 8:15 a.m. Staff members and visitors were asked to introduce themselves.

Chair Killpack explained there has been much discussion concerning consolidating the infrastructure and backbone of IT areas. The Legislative Management Committee created the committee to oversee the consolidation making sure it streamlined to be more efficient in the legislative processes.

2. Legislative Committee Logistics

Mr. Allred stated the LAC (Legislative Automation Committee) has discussed what its future direction should be. The LAC suggested that IT staff meet on a regular basis to receive input from various areas and report those discussions back to this committee.

Chair Killpack indicated that the Committee should be involved with general direction and policy decisions.

Rep. Clark commented that if the LAC were to be dissolved, some statutory changes may have to be made. He noted the Committee would be capable of substituting in the coordination efforts previously provided by the LAC.

Mr. Ball indicated the business managers should be the primary drivers with the IT personnel serving as the problem solvers.

The Committee discussed items for future agendas and established the following meeting schedule: September 18, October 16, and November 13, beginning at 8:00 a.m.

3. Voting Systems Information

Mr. Allred explained that the hardware is being installed by Poll Sound and the software by International Roll Call. IT staff is trying to achieve better communication between the International Roll Call software and the data coming from Bill Status by tying things closer to the database in the Legislature. The current design should allow the Senate and House to run independent of the database and each other when connections fail.

Mr. Loren Casterline, DTS (Department of Technology Services), indicated networking issues should be taken care of by mid-October.

4. Modem sharing

Mr. Allred stated the issue of modem sharing was initially raised by the LAC because of concerns that some upgrades were needed. He explained that dial-up is provided through DTS for the House, however, the Senate is outside the state's traditional system. Performance, control, and security issues complicate how much the two houses can reach a consensus on the issue.

The Committee discussed the current need for dial up connections and using existing resources to accommodate those that use the service.

Mr. Greg Johnson, Analyst, Utah State Senate, pointed out that dial up service provides a virtual private network at no cost.

5. New Network in the Capitol Building

Mr. Allred gave a presentation on "Network Options for the Capitol Building." He noted the plan is to have redundant switches in case of a malfunction. He discussed three possible options: 1) out source to DTS, 2) standardize equipment but have legislative control over legislative switches, or 3) use the East/West building model - although it has been determined this may not be the best option. He outlined the pros and cons for each option.

Mr. Casterline stated he has spoken with Mr. Dave Hart, Capitol Preservation Board, who indicated there is some funding available that he would like to research. He noted there would have to be further discussion relative to the cost and what would or would not be available with these options.

The Committee discussed the following issues:

- the importance of purchasing what is adequate for the cost rather than upper end equipment for the periodic convenience,
- could DTS respond well and would the Legislature be constrained by restrictions that DTS considers to be important but that the Legislature feels are relevant, and
- if using different networks, who is responsible when problems occur.

Mr. Steve Fletcher, DTS, stated that two separate issues should be considered - the cost of the equipment for any alternative and the cost of support. He noted that service level agreements could be implemented. As with any technology, it is important to do what makes sense for the enterprise as well as the business.

Mr. Scott Peterson, DTS, said the main issue is who is responsible all the way to the port and will there be multiple entities responsible for delivering the service.

Mr. Allred stated that Cisco has bid Options 1 and 2 at \$280,000 each. Approximately \$70,000 of that is money Mr. Hart has already committed for purposes of setting up core switches and connections. Depending on the vendor chosen, the cost of Option 3 could be about half the cost of the other options.

Chair Killpack requested that staff provide solid figures on the costs of Options 1 and 2 and a concrete proposal of exactly what those options would entail. He said if DTS is involved, he would like to see some draft service level guarantees. He stressed the need to agree on the backbone infrastructure.

Sen. Bramble encouraged staff to come to some consensus and develop a recommendation.

6. Future of Consolidation and Staff Sharing

Mr. Bleak explained that each legislative office separately maintains its own IT structure. He pointed out that the number of servers purchased for the number of people being served is not cost effective. He said he is very much in favor of a larger consolidation where legislative offices are under one structure serving the Legislature as a whole.

Mr. Ball stated that coordination and communication are what is needed, not necessarily consolidation.

Sen. Bramble commented that the Senate leadership has had some discussion concerning taking steps toward backbone consolidation and then evaluating it.

Chair Killpack stated the Committee will do its best to objectively consider the options available.

7. Staff sharing

Mr. Cantrell spoke in favor of having a staff sharing agreement in place to start addressing cross-training needs, scheduling staff for backup purposes, and coordinating work between the offices. He suggested IT staff coordinate their efforts to establish a plan to move in that direction.

Rep. Clark spoke in favor of staff sharing. He said the reoccurring issue is control. He said it is critical that there be a comfort level and expertise within the departments.

Mr. Bleak expressed his concern that the Legislature currently does not have a good backup system. It is not well structured from an IT standpoint to maintain the goals of the Legislature long term.

8. Other Committee Business / Adjourn

MOTION: Sen. Bramble moved to adjourn. The motion passed unanimously.

Chair Killpack adjourned the meeting at 10:10 a.m.